
COVID-19 - IRMS/ICT Worker's Compensation Claim Reporting Protocol

Provided by IRMS/ICT

October 2022

Dear Clients,

As we continue to deal with COVID-19 in the workplace, we want to provide guidance on which COVID-19 exposure incidents should be reported to IRMS/ICT. We also want to provide guidance on the information that should be sent in when a claim is submitted.

The following factors should prompt you to submit a COVID-19 illness claim to IRMS/ICT:

1. Employee has tested positive for COVID-19 illness **AND**
2. Employee has informed you that the COVID-19 illness is as a result of an exposure at work or the employer believes that the illness is the result of a work-related exposure

The following information should be sent in to IRMS/ICT when the claim is submitted:

1. Injury/Illness Report that the employee has completed (alternatively an Injury/Illness report that is signed by the employer documenting their interview with the employee who is stating their COVID-19 illness is related to an exposure at work)
2. Information from the [COVID-19 Log](#) entry that was made when the employee was interviewed about their COVID-19 illness
3. Any documentation that would reflect conversations that occurred between the employee and employer regarding source of the exposure to COVID-19
4. Any documentation reflecting their work status

OSHA's intent for the COVID-19 Log mandate is that employers use this log to document COVID-19 illness in the workplace and make a [reasonable determination as to whether the COVID-19 illness was as a result of an exposure in the workplace](#). If there is a legitimate question as to whether or not there was a workplace exposure that led to the contraction of COVID-19, those claims should be submitted for investigation to IRMS/ICT along with whatever investigation has already been completed by the employer.

If the employee states that the COVID-19 illness **IS NOT** the result of an exposure at work or the facts gathered reflects that the exposure was not at work you **DO NOT** need to send in a claim. (IRMS/ICT would recommend any claim be submitted wherein the employee believes there is a work related exposure even if the employer disagrees. Those claims can be marked as "questionable/requires investigation".)

Claims should be submitted as "lost time" claims if the employee has or will miss more than three scheduled work days (IL jurisdiction) or three 3 calendar days (IA jurisdiction). All claims with fewer days missed than outlined should be set up as "medical only" claims.

If in doubt about whether or not to submit a COVID-19 claim or how to submit it (medical only vs. lost time) please reach out to Jennifer Ruiz at jruiz@team-iha.org or 630.276.5608 or Beth McKay-Anaya at bmckay-anaya@team-iha.org or 630.276.5642 for consultation and advice. For assistance with your OSHA COVID-19 log, please contact Mike Benedeck mbenedeck@team-iha.org or 630.276.5646.